

**INFORMATIONAL LETTER NO. 2210-MC-FFS**

**DATE:** January 14, 2021

**TO:** All Iowa Medicaid Skilled Nursing Facilities and Nursing Facilities

**APPLIES TO:** Managed Care (MC) and Fee-for-Service (FFS)

**FROM:** Iowa Department of Human Services (DHS), Iowa Medicaid Enterprise (IME)

**RE:** Iowa Case Mix Roster Distribution

**EFFECTIVE:** Immediately

**\*\*This Informational Letter (IL) replaces IL 2204-MC-FFS dated January 7, 2021.\*\***

This letter is intended to update providers on the process for registering to receive distribution of quarterly case mix rosters.

Effective December 29, 2020, the IME is using the Iowa Medicaid Portal Access (IMPA) for distribution of quarterly case mix rosters for nursing facilities.

Each nursing facility will need to ensure that a user is registered in IMPA to have access to the preliminary and final quarterly case mix rosters.

To register for a new account the user will need to select *New Account* in the upper left corner of the IMPA main page. Please click and follow directions in the *The User Registration Guide* for detailed registration information.

If a user has an existing IMPA account or once the user has registered for a new IMPA account, they will need to request security access to retrieve the facility case mix roster for their facility. To obtain security access from IMPA the user will need to complete and submit Form 470-5642: Case Mix Request Access for the Iowa Medicaid Portal Access (IMPA) System<sup>1</sup>. Once access is secured, users will be assigned the case mix role "Case Mix Rosters" in IMPA.

**Please note: Everyone needs to complete form 470-5642<sup>2</sup>. Email requests received following the publication of IL 2204 are not valid, and will need to be resubmitted using form 470-5642.**

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<sup>1</sup> <https://dhs.iowa.gov/sites/default/files/470-5642.pdf>

<sup>2</sup> <https://dhs.iowa.gov/sites/default/files/470-5642.pdf>

The second quarter preliminary roster is currently available in IMPA. The second quarter final roster will be available in IMPA on January 15, 2021. Nursing facilities will only be able to access their case mix roster through IMPA. The IME will no longer be mailing out paper copies of the case mix rosters to the facilities.

Training on the use of IMPA and retrieving case mix rosters is available on the IMPA home page at <https://secureapp.dhs.state.ia.us/impa/Default.aspx>.

Additional information including important dates, Iowa case mix Frequently Asked Questions (FAQ), and the Resource Utilization Group (RUG) III calculation guide will also be available to users on the case mix home page in IMPA.

If you have any questions, please contact the IME Quality Improvement Organization Unit at 1-800-383-1173 or email at [casemix@dhs.state.ia.us](mailto:casemix@dhs.state.ia.us).